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LEGISLATIVE HUMAN RESOURCES DIRECTOR
Maine State Legislature, Augusta, Maine

The Office of the Executive Director, Legislative Council, is seeking applicants for a Human Resources Director position. The position provides human resource functions for state legislators and approximately 200 employees. This is a full-time position whose primary responsibilities include performing and overseeing senior level human resources functions for the Maine Legislature, including: employee recruitment; professional development; compensation and benefits; coaching support to supervisors and employees; safety and compliance; equal opportunity; human rights and labor relations; and policy development. The position oversees and participates in negotiating and administering employee collective bargaining contracts; oversees organizational development and training programs; and oversees the Legislature's workers' compensation program. An employee in this position works in a highly confidential and nonpartisan manner. Evening or weekend work may be required depending on legislative or operational needs.

Desired Minimum Qualifications:

Master's degree in human resource management, labor relations, or other directly relevant field of study, or equivalent directly-related experience or training; SPHR certification preferred; at least 6 years of progressive experience in human resource management; and at least 4 years in a senior management position, including employee supervision; experience in developing human resources policies and job descriptions; knowledge of current federal and state requirements relating to human resources; extensive labor relations and human resources experience or training in the public sector; relevant experience in public and private sector desirable; knowledge of state government and state legislatures is desirable; ability to work effectively in small and large groups; strong oral and written communications skills; and proficiency in word processing, spreadsheets, presentation software and other computer applications.

Salary and Benefits: **The standard hiring salary range is \$70K - \$97K**, commensurate with qualifications and experience), plus State benefits package. Value of State-paid health and dental insurance is \$341.08 biweekly. Value of State's share of retirement is 17.07% of employee's gross pay. EEO Employer.

Applicants should submit a cover letter, resume and supplemental qualifications form for receipt by close of business on **FRIDAY, AUGUST 30, 2013** to: Office of the Executive Director, Maine State Legislature, 115 State House Station, Augusta, ME 04333-0115, Attn: David E. Boulter, Executive Director or via email at ExecDirector@legislature.maine.gov.

The required supplemental qualifications form is available on the legislative website at http://www.maine.gov/legis/execdir/job_opportunities.htm.